

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

September 23, 2020

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, October 8, 2020**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
THE DEPARTMENT OF EDUCATION**

OFFICE SPACE IN RICHLAND COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named) and must complete Disclosure Form.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – DEPARTMENT OF EDUCATION—SC First Steps to School Readiness

- Location: Richland County
- Expected occupancy date: December 1, 2020
- Total space needed is approximately 15,375 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - Nine (9) private offices for executives of approximately 180 square feet each
 - Thirty-four (34) private offices for professional staff of approximately 120 square feet each
 - Space to accommodate thirty-one (31) workstations of approximately 48 square feet each (Workstations to be provided by Tenant)
 - Space to accommodate nine (9) small workstations of approximately 25 square feet each (Workstations to be provided by Tenant)
 - One (1) medium suite reception lobby of approximately 100 square feet, with seating for up to 6 people
 - One (1) large suite reception lobby of approximately 200 square feet, with seating for up to 12 people
 - One (1) beverage alcove with 6 linear feet of cabinet space with U.C. refrigerator sink and microwave of approximately 24 square feet
 - One (1) large break room to accommodate up to 10 people, of approximately 200 square feet
 - Three (3) print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
 - One (1) copy/print/mail/supply room for dedicated floor mounted printer, storage and mails slots, of approximately 200 square feet



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- One (1) IT closet with wall mounted racks of approximately 40 square feet
 - One (1) LAN room with floor mounted racks of approximately 100 square feet
 - One (1) small storage room of approximately 120 square feet
 - Three (3) medium storage rooms of approximately 180 square feet each
 - One (1) board room of approximately 600 square feet to accommodate up to 20 people at a time
 - One (1) large conference room of approximately 350 square feet to accommodate up to 12 people at a time
 - One (1) focus/privacy room of approximately 50 square feet
 - An open area for two (2) file cabinets of approximately 9 square feet each
 - One (1) work room with work surface and storage of approximately 120 square feet
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
 - Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
 - Facility must be seen by and accessible to the public.
 - Facility must have after-hours security and access to the building 24-hours a day.
 - 95 parking spaces are required, to include 83 reserved spaces and 4 handicapped spaces. State availability of reserved parking.
 - Parking lot must be paved and lighted.
 - Term: Please provide proposed rates for 5, 7 or 10-year term.
 - Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may not be considered.
 - Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Provided janitorial services must meet DHEC's guidelines, including EPA approved cleaning products to clean and disinfect facilities against COVID-19. Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.



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PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, October 8, 2020.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the Department of Education. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
PHONE: 803-737-0644 or 803-737-1617
EMAIL: rps@admin.sc.gov

